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ABSTRACT

Supporting performance objective 72 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on taking and preparing minutes of meetings are included in this packet. (The packet is the third in a set of four on performing stenographic activities--CE 016 973-976.) The student materials include four student activity sheets, a test, and the instructor's final checklist. The instructor's manual includes notes to the teacher and a key to the test. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the four packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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PERFORMING STENOGRAPHIC ACTIVITIES
TAKE AND PREPARE MINUTES OF MEETINGS

STUDENT'S MANUAL

Prepared by

Pam Harrison

These materials support
Performance Objective 72 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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CE 010 975

TAKE AND PREPARE MINUTES OF MEETINGS

INTRODUCTION

During your career as a secretary you will be required, at one time or another, to take the minutes of a meeting. This may be a small meeting with several executives or a large meeting with many executives.

Minutes are important facts and details that occur during the meeting which are recorded and used for future reference. In this package you will be shown the correct procedure for taking and preparing the minutes of a meeting. You will also be given a chance to take and prepare minutes from a recorded meeting.

ENTERING BEHAVIOR

Before completing this package, the student should have completed at least one semester of typing .

OBJECTIVE

Given a situation of a meeting, the student will record the minutes of the meeting and prepare a typewritten report receiving an acceptable rating on a minimum of five items.

LEARNING ACTIVITIES

1. READ--Student Activity Sheet I, Preparing for the Meeting

2. READ--Student Activity Sheet II, Typing the Minutes

3. READ and COMPLETE--Student Activity Sheet III, Directions for Typing

4. COMPLETE--Student Activity Sheet IV, Composing and Typing

5. TEST

PERFORM EACH OF THE LEARNING ACTIVITIES ABOVE IN THE ORDER IN WHICH THEY APPEAR.

STUDENT ACTIVITY SHEET I

PREPARING FOR THE MEETING

When you are preparing to take the minutes of a meeting, you should gather the materials you will need. You will need a notepad and one or two pens to take the minutes. You should always carry an extra pen in case one stops writing.

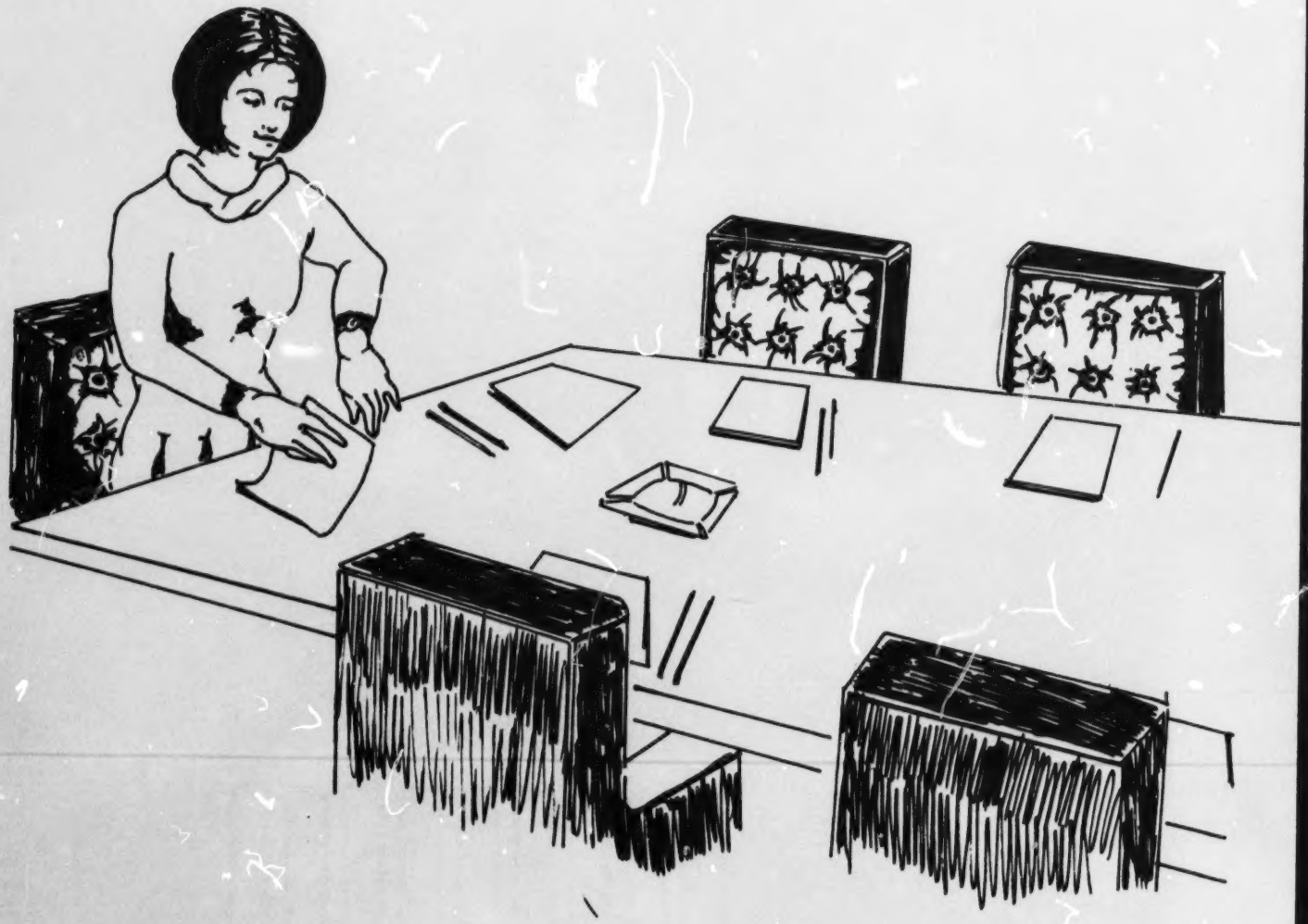
Check with your boss to find out whether it is your responsibility to make arrangements for the meeting. If it is, you should locate a place to meet, have on hand enough pads and pencils for each participant attending, ashtrays, and provide a microphone if the meeting is in a large room.

Turn to the next page and study the checklist.

STUDENT ACTIVITY SHEET I, Continued

AFTER YOU HAVE ARRANGED THE PLACE FOR THE MEETING, MAKE SURE THAT YOU HAVE TAKEN CARE OF THE FOLLOWING:

1. have enough seats for everyone
2. provided paper and pencils for each member
3. placed ashtrays on the table
4. have your materials ready



STUDENT ACTIVITY SHEET II

RECORDING THE MINUTES

There are many different ways to record the minutes of a meeting. The company for which you work may prefer that you record the minutes in a special way. If no guidelines are given, the following items should be included when taking notes:

TIME AND PLACE--Where the meeting was held, what kind of meeting, what time the meeting was held.

ROLL CALL--members present. If there are a lot of members, you can just tell the names of members absent.

COMMITTEE REPORTS--If there are any committees meeting within the group, it is at this time that their findings are presented.

MINUTES--The minutes from the last meeting should be read and approved.

UNFINISHED BUSINESS--Any business from the past meetings that needs to be discussed.

NEW BUSINESS--Any new business that needs to be discussed is brought up at this time.

PROGRAM--At this time the purpose of the meeting is presented. Speakers, if any, are introduced.

ADJOURNMENT--The meeting is adjourned. Be sure to include the time of adjournment.

SIGNATURE--At the end of the minutes, type your name, date and the person's name who is to approve the minutes and provide a place for the appropriate signatures.

TURN TO NEXT PAGE.

STUDENT ACTIVITY SHEET III

DIRECTIONS FOR TYPING

A margin of 1 to 1½ inches should be used on the left and right side. Use 1½ inch top margin on the first page and 1 inch top margin on all other pages. The name of the firm or organization should be centered horizontally and typed in all capital letters. The department name and date should be centered horizontally a double space after the firm name. Triple space after the heading. All side headings should be no longer than 10 spaces. Two or three lines can be used if necessary. They should also be typed in all capital letters. When deciding where to start typing the paragraphs, space over three times from the longest side heading. For example, if your side heading contained the maximum amount of 10 spaces, you would space over 10 plus 3 extra spaces and begin all paragraphs at this point. All paragraphs are single spaced with a double space between each.

STUDY THE FOLLOWING MINUTES ON THE NEXT PAGE. BE SURE TO NOTICE EVERY DETAIL AND STUDY HOW IT WAS TYPED.

AFTER STUDYING THE MINUTES ON THE FOLLOWING PAGE, TYPE THEM SETTING THEM UP USING THE DIRECTIONS ABOVE.

STUDENT ACTIVITY SHEET III, Continued

SEAVIEW SHIPPING COMPANY

Traffic Department Meeting of September 9, 197--

TIME AND PLACE OF MEETING	The regular bi-monthly meeting of the Traffic Department of Seaview Shipping Company was held on Thursday, September 9, 197--, at 10:30 a.m. in the Riverside Conference Room. The meeting was called to order by Mr. James Hall, Traffic Manager.
ROLL CALL	All members were present with the exception of Miss Susan Stone and Mr. Allen Fields who were attending a county traffic conference.
MINUTES	The minutes of the August 26, 197--, meeting were approved as read by Miss Wendy Johnson, Secretary.
COMMITTEE REPORTS	The Tariff Committee is preparing a study on the different tariff rates to compare with a study done by Atlantas Shipping Company. Their report will be ready at our next meeting.
UNFINISHED BUSINESS	No unfinished business was discussed at this time.
NEW BUSINESS	Mrs. Angie Sutton reminded us of the statewide Shipping Traffic Conference to be held October 4-8 in Savannah. Details will be mailed to each of us in a few days.
PROGRAM	Mr. James Hall, Traffic Manager, presented us with new, revised tariff rates which will become effective September 12, 197--. Mr. Hall explained the reasons for tariff increases. Ms. Jennifer Cone presented us with a new method of calculating tariffs. This method should be an improvement over the old method. We also received sailing schedules for the next three months.
ADJOURN-MENT	The meeting was adjourned at 11:35 a.m.

James Hall, Manager _____ Date _____ Wendy Johnson, Secretary

STUDENT ACTIVITY SHEET IV

COMPOSING AND TYPING

DIRECTIONS: Compose and type the minutes of the meeting of the Sutton High School Needlework Club using the notes given below. Use the directions for typing as learned in Student Activity Sheet III.

Needlework Club regular meeting
October 7, 19--, 3:30 p.m., Student Council Room
Called to order by President Sandy Adkins
All members were present

Last week's minutes were approved as read

Spring Festival Committee reported that all plans were going along fine. More volunteers needed to work in booths.

No unfinished business

New business—Ms. Cindy Adams made suggestions for a project of donating some of our crafts to children's home for Christmas.

Mrs. Alice Cooper of Busy Bee Craft House spoke on a variety of projects for Christmas.

Meeting adjourned at 4:20

AFTER TYPING THESE MINUTES ON A CLEAN SHEET OF PAPER, TURN THE PAGE.

ANSWER TO STUDENT ACTIVITY SHEET IV

SUTTON HIGH SCHOOL

Needlework Club Meeting of October 7, 19--

TIME AND PLACE OF MEETING	The regular meeting of the Needlework Club of Sutton High School was held on Thursday, October 7, 19-- at 3:30 p.m. in the Student Council room. The meeting was called to order by President Sandy Adkins.
ROLL CALL	All members were present.
MINUTES	The minutes were read and approved.
COMMITTEE REPORTS	The Spring Festival Committee reported that all plans were going along fine. More help could be used, however, to work in booths.
UNFINISHED BUSINESS	No unfinished business.
NEW BUSINESS	Ms. Cindy Adams made suggestions for a project of donating some of our crafts to the children's home for Christmas presents.
PROGRAM	Mrs. Alice Cooper of Busy Bee Craft House spoke to us on a variety of projects to make for Christmas.
ADJOURN-MENT	The meeting was adjourned at 4:20 p.m.

Sandy Adkins _____ Date _____ Your Name

AFTER CHECKING THIS ACTIVITY IF YOU FEEL CONFIDENT ENOUGH IN TAKING MINUTES, TURN TO THE TEST INSTRUCTIONS ON THE NEXT PAGE. IF YOU DO NOT FEEL CONFIDENT ENOUGH, GO BACK AND REPEAT THE ACTIVITIES IN THIS PACKAGE.

TEST

INSTRUCTIONS: Below are the notes from the monthly meeting of the Order Department of Haven's Department Store. Type the minutes from the notes. Use the form you learned earlier in this package. Give the typed minutes to your teacher to be graded.

Monthly meeting -- Order Department -- Haven's Department Store -- December 10, 19- -- 4 p.m. -- Conference Room -- 4th floor -- Frank Jones presiding -- No unfinished business -- Minutes of last meeting approved -- New business -- Mrs. Adams, Order Department, suggested ordering new line of cosmetics. Mr. Johnson felt not advisable since we are completely stocked in cosmetics -- All members present except President Bill Smith -- New business - Miss Hagen suggested installing card and gift rack. Committee formed, Miss Hagen, Chairperson, to study possibility. All members felt good idea -- Catalog Committee, no report -- Mr. Jones introduced Ms. Angela Harold. Spoke on new method of ordering supplies from Harford Company. Explained new procedure to be used in Order Department. Will be linked by computer. When order is placed, feed necessary

information and computer will do work. Our store one of four in USA to receive this link-up. Chosen because of great quantity of merchandise ordered from Harford. Stressed fact that reordering will be quicker when items run short. Will cut ordering time in half. Training program planned for January 10 to train personnel in proper procedure. -- Adjournment 5:30 p.m.

LAP

Student _____

Date _____

TAKE AND PREPARE MINUTES OF MEETINGS

Instructor's Final Checklist

Check the student's performance in the following elements of taking and preparing minutes of meetings.

Place an X in the appropriate box indicating not accomplished, partially accomplished, or fully accomplished. If, because of special circumstances, the item was impossible to complete, place an X in the "Not Applicable" box.

Performance Level: All items must receive a rating of FULLY ACCOMPLISHED (or Not Applicable). If any items are rated Not Accomplished or Partially Accomplished, the student and instructor will discuss this and decide which learning activities must be repeated.

		Student Performance			
		Not Applicable	Not Accomplished	Partially Accomplished	Fully Accomplished
1.	Precise content	[ ]	[ ]	[ ]	[ ]
2.	Used proper arrangement	[ ]	[ ]	[ ]	[ ]
3.	Used correct grammar	[ ]	[ ]	[ ]	[ ]
4.	Paper neatly typed	[ ]	[ ]	[ ]	[ ]
5.	No detectable errors	[ ]	[ ]	[ ]	[ ]
6.	Proper format used	[ ]	[ ]	[ ]	[ ]
7.	Followed directions	[ ]	[ ]	[ ]	[ ]

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TO THE TEACHER

This self-explantory package was designed to help the individual student or the entire class become aware of the steps involved in preparing the minutes of a meeting. The test at the end is a rough draft of the events that took place at a meeting. An Instructor's Final Checklist is given on page 12 of the Student's Manual to aid you in grading the minutes. If the student receives an unacceptable check, the student should be required to perform this item again.

You will need to duplicate enough copies of the checklist to evaluate each student's work. Instead of using the test, you can have the student go to a student council meeting, teacher's meeting, or any club meeting and take notes from this meeting and then type the final copy of the minutes.

A key to the test is provided in your manual.

Time

This package should take the average student approximately one to one and a half class periods, based on a 50-minute class period.

Materials

1 typewriter
several sheets of typing paper
eraser or liquid paper

KEY TO TEST

HAVEN'S DEPARTMENT STORE

Order Department Meeting of December 10, 19--

TIME AND PLACE OF MEETING — The monthly meeting of the Order Department of Haven's Department Store was held on December 10, 19-- at 4:00 p.m. in the 4th floor conference room. Mr. Frank Jones presided.

ROLL CALL — All members were present except President Bill Smith.

MINUTES — The minutes of the last meeting were read and approved.

COMMITTEE REPORTS — The Catalog Committee had no report.

UNFINISHED BUSINESS — There was no unfinished business.

NEW BUSINESS — Mrs. Adams of the Order Department suggested that we order a new line of cosmetics. Mr. Johnson felt that this was not advisable now since the stockroom is completely stocked with cosmetics.

In other new business, Miss Hagen suggested installing a card and gift rack. All members felt that this was a good idea so a committee was formed, with Miss Hagen as Chairperson, to study the possibility of installing the rack.

PROGRAM — Mr. Jones introduced Ms. Angela Harold who spoke on a new method of ordering supplies from Harford Company. Ms. Harold explained the new procedure to be used in the Order Department. Our department will be linked to the Harford Company by computer. When the order is placed, all we have to do is feed the necessary information into the computer and let the computer do the work. Our store, one of four in the United States to receive this link-up, was chosen because of the great quantity of merchandise ordered from Harford. Ms. Harold stressed that reordering would be quicker and that ordering time should be cut in half. A training program is planned for January 10 to train personnel in the proper procedure.

ADJOURNMENT — The meeting was adjourned at 5:30 p.m.

Frank Jones	Date	Student's Name